



Education Update

This form is used to update education levels in the Modern Defense Civilian Personnel Data System (MDCPDS). Forward the completed document to the South Central Training & Learning Center (SC-TLC) using the contact information below. Only degrees from institutions recognized by national accrediting agencies may be updated. For additional information on accreditation visit:

<http://www.ed.gov/offices/OPE/accreditation>

1. Employee's Installation: _____

2. Employee's Name: _____

3. SSN: (Only last four digits) _____

4. Education Level: (place an X in front of one of the appropriate options)

_____ High School

_____ Associate

_____ Bachelor

_____ Master

_____ Doctorate

_____ Other (please identify)

5. Field of Study: _____

6. Year Degree/Certification Attained: _____

7. Total Hours Earned: _____

8. Type of Hours: (place an X in front of the appropriate option)

_____ Semester

_____ Quarter

9. School Type: (place an X in front of the appropriate option)

_____ High School H

_____ Vocational/Trade/Tech (High School) V

_____ Vocational/Trade/Tech (Post High School) W

_____ Secretarial/Business/Commercial S

_____ Junior College B

_____ College/University C

10. Field of Study: (place an X in front of the appropriate option)

_____ Major

_____ Minor

11. Name of Academic Institution: _____

12. Graduation Date: (DD/MM/YYYY) _____

Contact Information:

South Central Training and Learning Center (SC-TLC)

Building 5304

Redstone Arsenal, AL 35899

E-mail: tlc@cpocscr.army.mil • FAX: 256.876.3627 or DSN 746.3627

Privacy act notice: This information is collected for the purpose of updating employee education information in the Modern Defense Civilian Personnel Data System (MDCPDS). Information is provided in a voluntary basis. Failure to provide complete information may prevent employee records from being accurately updated.